

Godstowe

Job Description

Level 3 Nursery Assistant - Temporary maternity cover role

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Hours: Full time; 8am - 4pm Monday to Friday plus one day per week aftercare until 5.25pm.

Purpose of the Role:

- To provide inclusive play and learning opportunities for all children attending the Nursery
- To maintain a safe, stimulating, and enjoyable environment for all children.

Main Duties and Responsibilities:

Early Years Childcare and Education

- Implement and deliver the EYFS curriculum in accordance with the children's social, emotional, physical and intellectual needs.
- To keep informative, accurate and up to date records and assessments, including records of progress and any behavioural and developmental reports, using iPads. Observations are recorded on Nursery iPads using the Tapestry online learning journal. Contribute towards reports that are completed from a template twice a year.
- To carry out any recommendations made following regulatory inspections.
- To work within the setting's policies and procedures.
- To respond to each child's need for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well-being.
- To act as a Key Person to a group of children and to ensure their needs are reflected in the planning of routines and activities. To support the work of other staff in their role as key person as required.
- To liaise closely with parents and carers as a Key Person: informing parents of their children's progress and encouraging them to become involved in their children's learning.
- To be aware of children's special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.
- To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- To promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
- To undertake any reasonable duties as directed by the Head of Nursery, Head of Early Years or Senior Leadership Team.
- To take a weekly aftercare duty from 4pm-5.25pm once per week.
- To supervise lunch duties once per day.
- Attend any training as required.

To the Department and to the School:

- To be familiar with the School practices as set out in the Staff and Boarding handbooks.
- To take part in Staff, Departmental, Parents and other meetings as required.
- To attend in-service training for the subject and to continue at all times to develop professional skills.
- To maintain high personal standards of work, behaviour, appearance and punctuality.
- To maintain good order and discipline within the nursery and to safeguard the pupils' health and safety.
- To offer lunchtime and/or after school activities (one evening per week) as a contribution to the school's Enrichment Curriculum.
- To participate in any arrangements for the Performance Review of staff.
- To carry out supervisions and to cover for absent colleagues as requested.
- To request approval from the Head for any absence from school and to inform the appropriate people in good time.
- To carry out any other duties reasonably requested by the Head.

Qualification/Skill Required	Essential	Desired
Experience of working in a Nursery setting or other similar experience.	x	
NVQ Level 3 or equivalent.	x	
A willingness to obtain further qualifications or do relevant training.	x	
Enhanced DBS.	x	
A good, sound knowledge and understanding of EYFS	x	
Sound understanding of child development and of children's needs and current legislation relevant to the Early Years.	x	
Ability and experience of implementing an Early Years curriculum, taking into account the SEND Code of Practice, child protection procedures, religious and cultural diversity and equal opportunities considerations.	x	
Strong time management skills and ability to prioritise workload.	x	
Ability to foster strong working relationships with staff, volunteers and other professionals.	x	
Ability to work with parents and encourage their involvement.	x	
Ability to communicate effectively in a variety of ways, verbally and in writing.	x	
Computer literacy, including experience using Word (or similar) for reports and tablets (for using Tapestry online learning journal)	x	
Able to work on own initiative and influence good practice through own example.	x	

Caring attitude and a friendly, flexible approach.	x	
Creative	x	
A great sense of humour	x	
First aid qualification.		x
Food hygiene qualification.		x

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.